Hello! My name is Danielle Putz and I will be your child’s kindergarten teacher. I am looking forward to a great year in kindergarten with your child!

If you have questions or concerns you may always email me at [putzd@waterlooschools.org](mailto:putzd@waterlooschools.org) You may also call the school at 319-433-2210. During the school day I typically check my email before the school day starts, around our lunch time at 11, and after school. Please don’t email me at 3:20 letting me know about transportation plans for the end of the day, as I will not get the email in time!

**Transportation:** I will stick to the original plan made at the beginning of the year unless I receive in writing about alternate plans.

**Snacks:** We are in need of snacks as we eat lunch at 10:40. Our tummies are very hungry in the afternoon and snacks help us function better.

**Arrival Times and Procedures:**

There will be no adult supervision of students coming to school **before** 8:30am. Students will not be allowed in the building to go to class until **8:40am;** unless your child will be eating breakfast in the school cafeteria and in that case, they will be allowed to come in to eat. Students may start eating breakfast at 8:20. **Students should wait at our line in the morning. Students and I will walk in from line to our classrooms at 8:40am.**

Class begins promptly at **8:50am** when the tardy bell rings. Any student coming after this time needs to check in directly in the office. The office staff will transport them from the office to the classroom.

**Visits**

You are more than welcome to visit the school and most students love it when their parents come eat lunch with them! Whether you are coming for lunch, to help at a party, to pick up a child early, or to volunteer, you must check in at the office prior to coming to our classroom. **You will not be admitted into the classroom unless you have a visitors badge on**. If you need to simply drop off a forgotten item, you may do so in the office.

**Daily green folder:**

Every day I will send home your child’s **green** daily folder. Please make sure your child’s green folder is cleaned out daily and returned daily. I will put all important notes to home from myself and the school in this folder. This folder will be used for communication between you and me. Please feel free to write any notes to me and place them in your child’s folder. Please make sure your child brings a backpack to school every day to help with bringing papers home.   
  
**Website:** The kindergarten teachers worked over this summer to design a website for you to use. It will contain a blog and we are very excited about it! This is where we will update, at least weekly, upcoming events. It also contains our schedule etc. so you know which day to have your child wear P.E. shoes and which days to send library books back.

**Extra Clothes:** If you could send extra clothes in your child’s backpack to be left in there, that would really help as sometimes we don’t have enough clothes if students become ill or have an accident. Please include seasonally and dress code appropriate shirt, pants, underclothes, and socks. **\*If a student wears a sweater as temperatures drop, please make sure it is a solid color and does not have a hood. Also, please label all sweaters, jackets, coats, etc.**